



**HEADQUARTERS
CIVIL AIR PATROL NEW YORK WING
UNITED STATES AIR FORCE AUXILIARY**

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NEW YORK WING POLICY LETTER 04-01

1 OCTOBER 2004

NEW YORK WING ANNUAL ADMINISTRATIVE REQUIREMENTS

The purpose of this Policy Letter is to provide guidance for required documentation needed at the Wing Headquarters. This Policy Letter does not address required reports covered in other CAP Regulations or Wing Policy Letters or Supplements, such as: Safety, Monthly Aircraft, Public Affairs reports, etc. Guidance for preparing these materials can be found in the CAP Regulations or from the Wing Staff Office of Primary Responsibility (OPR) as indicated.

By 30JAN of each year, each **Group** will submit the following as a **complete package** to the Director of Administration (NY Wg/DA) as indicated. Documentation should all be dated 1JAN for the starting year, with subsequent changes dated accordingly.

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|---|-------------|---------|
| • Group - Alert List – 4 Copies | OPR: DOS | (1,2) |
| • Group - Cadet Orientation Pilot / AFROTC Letter – 1 Copy | OPR: DO/DOV | (1,2) |
| • Group - CAPF 53 "Signature Verification Card" – 1 Copy | OPR: ETP | (1,2,3) |
| • Group - Flight Release Officer Letter – 1 Copy | OPR: DO | (1,2) |
| • Group - Personnel Authorization – 4 Copies | OPR: DA | (1) |
| • Each Squadron - CAP 53 "Signature Verification Card" – 1 Copy | OPR: ETP | (1,2,3) |
| • Each Squadron - Personnel Authorization – 2 Copies | OPR: DA | (1) |

Note 1: Anytime a Change of Command takes place, a new document must be issued.

Note 2: Anytime a person is to be added or deleted, a new document must be issued.

Note 3: An updated CAPF 53 should also be forwarded to National Headquarters.

Additional Wing Reporting requirements are noted on the attached table. This table is not all inclusive, and will be modified as necessary.

**KYM JENNINGS, Captain, CAP
Director of Administration**

**AUSTYN W. GRANVILLE, JR., Colonel, CAP
Commander**



Distribution: 2 NER, 1 ea. Group, 1 ea. Squadron

OPR: DA

Supersedes NY PL 03-03 1JUN03

PL 04-01 TABLE

Functional Area	Report	Form	Due to Group	Due to Wing	Reg/Policy Letter	Notes
Safety (SE)	Squadron Quarterly Safety Report	NYWF 94a	5 April 5 July 5 October 5 January		CAPR 62-1 & NYWG Supplements	With backup documentation including handouts and attendance sheet
Safety (SE)	Group Quarterly Safety Report	NYWF 94		10 April 10 July 10 October 10 January	CAPR 62-1 & NYWG Supplements	With backup documentation including handouts and attendance sheet With Squadron reports 4Q add list of all current pilots and Wings level
Safety (SE)	Annual Safety Survey	Attachment 4, CAPR 62-1	5 January		CAPR 62-1 & NYWG Supplements	
Safety (SE)	Annual Safety Survey	Attachment 4, CAPR 62-1		10 January	CAPR 62-1 & NYWG Supplements	With Squadron surveys
Finance (FM)	Annual Report	CAPF 173	15 October	1 November	CAPR 173-1	With Receipts & Expenditure detail Electronic submission in proper Excel format
Finance (FM)	Monthly Activity Report			10 th day of month		
Operations (DO)	Monthly Activity Report	CAPF 99		5 th day of month	CAPR 60-1 & NYWG Supplements	
Operations (DO)	Monthly Aircraft Utilization	NYWF 6		5 th day of month (via NYWG website)	NYWG Supplements	
Operations (DO)	Letter of Appointment - Flight Release Officers	Group Letterhead		1 January, updated as needed thereafter		Letter signed by Group Commander and forwarded to NY Wg/DO
Operations (DO)	Letter of Appointment - Cadet Orientation Pilots	Group Letterhead		1 January, updated as needed thereafter		Letter signed by Group Commander and forwarded to NY Wg/DO
Transportation (LGT)	Monthly Vehicle Inspection (for previous month)	CAPF 73		NHQ Website - 5 th of the month Hardcopy to Wing - 10 th of the month	CAPR 77-1	
Aerospace Education (ETA)	Annual Report			15 December		
Chaplain (CH)	Quarterly Reports			5 April 5 July 5 October 5 January	CAPR 265-1	
Communications (DOK)	Communicator of the Year Nomination			31 December	CAPR 100-1	